

STAFFORD COUNTY PUBLIC SCHOOLS

31 Stafford Avenue
Stafford, Virginia 22554-7246
Phone: (540) 658-6000 / Fax: (540) 658-6041

Daryl Andrew Nelson, Esq.
Executive Director of Administrative & Legal Services

Thank you for your recent request regarding home instruction in Stafford County. The enclosed packet contains:

- Notice of Intent to Provide Home Instruction
- List of Correspondence Courses Approved by the Virginia Board of Education
- Stafford County School Board Regulation 7-11.2, Home Instruction
- Va. Code Section 22.1-254.1 Declaration of policy; requirements for home instruction of children

If you intend to provide home instruction to your child(ren) for the 2006-2007 school year, please complete the form entitled Notice of Intent to Provide Home Instruction, indicate the option under which you wish to be recognized, and provide the requested material along with a description of the curriculum to be followed for the coming school year for each child.

If you have any questions regarding the State of Virginia's Standards of Learning, please contact the Department of Curriculum at (540) 658-6682 for assistance.

Please note that by August 1 of each year following home instruction, you are required to provide evidence of educational achievement as prescribed in Section 22.1-254.1 of the Code of Virginia.

If you have any further questions please feel free to call this office.

Very truly yours,

Daryl A. Nelson
Executive Director of Administrative & Legal Services

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Enclosures

NOTE: All Intent Forms must be submitted no later than August 15.

NOTICE OF INTENT TO PROVIDE HOME INSTRUCTION
(A new form is required each year no later than August 15)

I hereby certify that I am the parent or guardian of the children listed below and intend to teach them at home for the coming school year in lieu of having them attend public school.

Name (s) of Child (ren)

Date of Birth

Grade Levels

School Year: _____ - _____

OPTIONAL—To assist Stafford County Public Schools in its record keeping, please provide the name(s) of the public school(s) that your child(ren) would otherwise attend: _____

PLEASE ATTACH A DESCRIPTION OF THE CURRICULUM TO BE FOLLOWED FOR THE COMING SCHOOL YEAR FOR EACH CHILD.

I wish to be recognized as eligible to provide home instruction on the following grounds:

(Check One)

- _____ I have a high school diploma. **(Attach a copy of diploma or transcript.)**
- _____ I have the qualifications prescribed by the Board of Education for a teacher. **(Attach copy of teaching certificate or statement to this effect from the Virginia Department of Education.)**
- _____ I have enrolled the child(ren) in a correspondence course approved by the Board of Education. **(Attach notice of acceptance or receipt for tuition showing name and address of school and the courses in which each child is enrolled.)**
- _____ I have attached to this notice a program of study for the coming year which includes the state standards of learning objectives for language arts and mathematics for each child. **(Also, I have attached a statement which states why I am able to provide an adequate education for my child(ren).)**

I understand that by August 1 of next year, I must provide evidence of educational achievement as prescribed in Section 22.1-254.1 of the Code of Virginia which defines the requirements for home instruction.

Check if desired:

_____ I would like a copy of Section 22.1-254.1 on home instruction.

Print or type name and address:

Sign: _____
Parent or Guardian

Date: _____

Please return to: Stafford County Public Schools
Office of the Executive Director of Administrative & Legal Services
31 Stafford Avenue
Stafford, Virginia 22554

07/06

CORRESPONDENCE COURSES APPROVED FOR HOME INSTRUCTION

Academic courses offered by the schools listed below have been approved effective immediately for use by parents who choose Option (iii) of Section 22.1-254.1 of the *Code of Virginia* pertaining to home education as an alternative to compulsory attendance for the 2005-06 school year. This list will remain in effect until replaced by an updated version.

School Name and Address	Telephone No. [Fax No.]	Grade Levels
A BEKA ACADEMY P. O. Box 18000 Pensacola, FL 32523 http://www.abekaacademy.org	800-874-3592 [800-874-3593]	K-12
ALPHA OMEGA ACADEMY^{2,7} 300 N. McKemy Avenue Chandler, AZ 85226 http://www.aoacademy.com/	800-682-7396 [480-893-6112]	K-12
AMERICAN SCHOOL^{1,2} 2200 East 170th Street Lansing, IL 60438 http://www.americanschoolofcorr.com	708-418-2800 [708-418-2831]	9-12
BLUEPRINT EDUCATION (FORMERLY PHOENIX SPECIAL PROGRAMS AND ACADEMIES²) 1717 W. Northern Avenue, Ste 104 Phoenix, AZ 85021 http://www.blueprinteducation.org	800-426-4952 [602-943-9700]	8-12
BYU INDEPENDENT STUDY³ 206 HCEB Provo, UT 84602 http://elearn.byu.edu	800-914-8931 [801-422-0102]	7-12
CALVERT SCHOOL^{*4} 10713 Gilroy Road, Suite B Hunt Valley, MD 21031 http://www.calvertschool.org/ (*Parents must subscribe to the Advisory Teaching Service.)	410-785-3400 [410-785-3418]	preK-8
CAMBRIDGE ACADEMY⁵ P.O. Box 310 Dunnellon, FL 34430 http://www.cambridgeacademy.us	352-489-7999 [352-489-4799]	6-12

¹Accredited Member, Distance Education and Training Council (formerly the National Home Study Council)

²Accredited Member, North Central Association of Colleges and Schools

³Accredited Member, Northwest Association of Schools and Colleges

⁴Accredited Member, Middle States Association of Schools and Colleges

⁵Accredited Member, Southern Association of Colleges and Schools

⁶Accredited Member, Western States Association of Schools and Colleges

⁷Accredited Member, Commission on International and Trans-Regional Accreditation

School Name and Address	Telephone No. [Fax No.]	Grade Levels
CITIZEN'S HIGH SCHOOL¹ 188 College Drive P. O. Box 66089 Orange Park, FL 32065-6089 http://www.citizenschool.com/	904-276-1700 [904-272-6702]	9-12
COMPUHIGH 515 Wilson Avenue Morgantown, WV 26501 www.compuhigh.com	866-859-0777 [866-870-0684]	9-12
HOME STUDY INTERNATIONAL^{*1,5} 12501 Old Columbia Pike Silver Spring, MD 20904-6600 Mailing address: P.O. Box 4437 Silver Spring, MD 20914-4437 http://www.hsi.edu (*Parents must subscribe to the Accredited Plan.)	301-680-6570 [301-680-5157]	K-12
INDIANA UNIVERSITY² Independent Study Program 709 E. Kirkwood Avenue Owen Hall 002 Bloomington, IN 47405-7101 http://scs.indiana.edu	800-334-1011 [812-855-8680]	9-12
JAMES MADISON HIGH SCHOOL^{1,5} 430 Technology Parkway Norcross, GA 30092 http://www.jmhs.com http://www.jmhsonline.com/	770-729-8400 [770-729-7289]	9-12
K12, Inc. Homeschool Complete Program* 8000 Westpark Drive, Suite 500 McLean, VA 22102 http://www.k12.com/ (*Parents must subscribe to the Teacher Support Program.)	703-748-4005 [703-917-1622]	K-8
KEYSTONE NATIONAL HIGH SCHOOL^{1,3} 420 W. 5 th Street Bloomsburg, PA 17815 http://www.keystonehighschool.com	570-784-5220 [570-784-2129]	9-12

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School Name and Address	Telephone No. [Fax No.]	Grade Levels
LAUREL SPRINGS SCHOOL⁶ 302 West El Paseo Ave. Ojai, CA 93023 http://www.laurelsprings.com (Parents must enroll in Teacher-Assisted or Teachers Directed Program.)	805-646-2473 [805-646-0186]	K-12
MCGUFFEY ACADEMY INTERNATIONAL 45301 W. Eleven Mile Rd. Novi, MI 48375	248-349-9441 248-349-3481	1-12
NORTH DAKOTA DIVISION OF INDEPENDENT STUDY² Box 5036 1510 12 th Ave. N Fargo, ND 58105-5036 http://www.NDISonline.org	701-231-6000 [701-231-6050]	4-12
NORTHSTAR ACADEMY 6145 LEHMAN DRIVE, SUITE 100 COLORADO SPRINGS, CO 80918 www.northstar-academy.org	719-268-0116 [719-531-7618]	7-12
OAK MEADOW SCHOOL⁷ P. O. Box 1346 Brattleboro, VT 05302 www.oakmeadow.com (Parents must subscribe to the full teacher support option.)	802-251-7250 [802-251-7258]	K-12
PEARBLOSSOM PRIVATE SCHOOL, INC. P. O. Box 847 Pearblossom, CA 93553 http://www.pearblossomschool.com	800-309-3569 [661-944-4483]	K-12
PENN FOSTER HIGH SCHOOL* 925 Oak Street Scranton, PA 18515 http://www.pennfoster.edu *Previously known as Thomson High School	570-342-7701 [570-343-0560]	High School
SETON HOME STUDY SCHOOL^{5,7} 1350 Progress Drive Front Royal, VA 22630 http://www.setonhome.org	540-636-9990 [540-636-1602]	K-12

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School Name and Address	Telephone No. [Fax No.]	Grade Levels
SOUTHEAST ACADEMY 137 Palmer Avenue P. O. Box MM Saltville, VA 24370	276-496-7777 [276-496-7979]	1-12
SUMMIT CHRISTIAN ACADEMY, INC. Shipping: 316 W. Beltline Rd., Suite 204 Cedar Hill, TX 75104 Mailing: P.O. Box 2769 Cedar Hill, TX 75106-2769 http://www.scahomeschool.com	800-362-9180 or 469-523-0100 [469-523-0104]	K-12
SYCAMORE ACADEMY³ 2179 Meyer Place Costa Mesa, CA 92627-2518 http://www.sycamoretree.com/ (Online program only.)	714-668-1343 [714-668-1344]	4-12
UNIVERSITY OF ARKANSAS² Division of Continuing Education 2 East Center Street Fayetteville, AR 72701 http://www.uacted.uark.edu	479-575-6483 [479-575-7232]	9-12
UNIVERSITY OF MISSOURI COLUMBIA HIGH SCHOOL 136 Clark Hall Columbia, MO 65211 http://cdis.missouri.edu	800-609-3727 [573-882-6808]	3-12
UNIVERSITY OF NEBRASKA-LINCOLN^{*2} Independent Study 900 North 21 st Street P.O. Box 888400 Lincoln, NE 68588-8400 http://www.nebraskahs.unl.edu (*Student must be enrolled for credit toward a UN-L diploma.)	402-472-2175 [402-472-1901]	9-12
UNIVERSITY OF OKLAHOMA HIGH SCHOOL² 1600 South Jenkins – Room 101 Norman, OK 73072 http://isd.ou.edu	405-325-1921 [405-325-7687]	9-12

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School Name and Address	Telephone No. [Fax No.]	Grade Levels
VIRTUAL GREENBUSH⁷ 947 W. 47 Highway Girard, KS 66743 http://www.virtualgreenbush.org	800-231-3056 OR 620-724-6281 [620-724-7123]	High School

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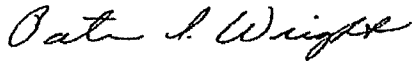
DISCLAIMER

Approval of correspondence courses by the Superintendent of Public Instruction is not an endorsement of the program as a substitute for public school programs nor is it an endorsement of the educational or operational philosophy of the school. Additionally, the approval of courses is not intended as an endorsement of the quality of the courses nor is it a conclusion that they are appropriate to meet the educational needs of the student or the assessment required by Section 22.1-254.1 of the *Code of Virginia*.

Parents who choose to educate their children at home through a correspondence course are directly responsible for the educational progress of their children and the adequacy of instruction. The Virginia General Assembly has provided a mechanism to ensure that a child is receiving adequate instruction at home by requiring annual competency testing evaluation. This testing program or evaluation is a measure of educational adequacy and the determining factor in the decision regarding the continuation of home study.

The approval of the Superintendent of Public Instruction does not guarantee that a school has a refund policy for uncompleted courses. The superintendent assumes no liability for damages or financial loss to parents using any course listed to meet Option (iii) of the home study legislation.

APPROVAL



5/5/06

Acting Superintendent of Public Instruction

Date

STUDENTS**Home Instruction****A. Purpose**

To establish procedures governing home instruction by parents as an acceptable alternative form of education as authorized in the Code of Virginia, §22.1-254.1.

B. Options Available to Parents

A parent may elect to provide home instruction to his/her child in lieu of school attendance provided the parent meets any one of the criteria listed below:

1. Holds a high school diploma.
2. Meets the qualifications for a teacher prescribed by the Virginia Board of Education.
3. Enrolls the child in a correspondence course approved by the Superintendent of Public Instruction (see Exhibit A); or,
4. Provides a program of study or curriculum which, in the judgment of the division superintendent, includes the Standards of Learning (SOL) objectives adopted by the Board of Education for language arts and mathematics or provides evidence that the parent is able to provide an adequate education for the child.

C. Notification

A parent who elects home instruction in lieu of school attendance must notify the division superintendent not later than August 15th of the intent to do so for the coming year. Parents who move into the division or who begin home instruction after the school year has commenced must notify the division superintendent of their intent to provide home instruction as soon as practicable and shall comply with the provisions of the law within thirty (30) days of such notice.

The notice may be in the form of a letter, or other

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writing, or may be given on the attached form (Exhibit B). It must identify by name the child or children involved and must include the following items required by statute:

1. A description of the program of study or curriculum to be followed for the coming year; and
2. Evidence of having met one of the criteria in the options available in part B above.

D. Evidence of Progress

The parent is required to provide to the superintendent by August 1, following the school year in which the child has received home instruction, evidence of the child's progress in one of the following ways:

1. Evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test; or
2. An evaluation or assessment which, in the judgment of the division superintendent, indicates that the child is achieving an adequate level of educational growth and progress.

E. Consequence of Parent Not Providing Evidence of Progress

In the event that evidence of progress as required in Section D is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with section B and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the

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probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with §22.1-254. The requirements of subsection D (i) shall not apply to children who are under the age of six as of September 30 of the school year.

F. Definition of Parent

For purposes of this section, "parent" means the biological parent or adoptive parent, guardian or other person having control or charge of a child.

G. Notification Letter of Superintendent

The parent of a child approved by the Superintendent to provide home instruction shall be notified by mail of such approval and of the parent's legal obligation to provide evidence of educational progress. Those parents submitting a notice to provide home instruction which is deficient shall be notified by mail of such deficiency and what steps are necessary to obtain approval.

H. Placement or Awarding of Credit for Children Returning to School from Home Instruction

In determining the placement or awarding of credit for children returning to school from home instruction, school staff shall implement the following procedures:

1. Children who have been home instructed who wish to enroll in the Stafford County Public Schools in grades K-8 shall be placed at the appropriate grade level as determined by school administrators. Children may be required to take examinations in order to determine appropriate grade level.
2. Children who have been home instructed in grades 9-12 shall be required to take examinations in each course for which they wish to receive credit. In order for credit to be awarded, the child shall take and pass a final

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examination which was required of students enrolled in the same course offered in the Stafford County high schools. Credit shall not be granted unless the child has been home instructed the entire school year. A maximum of 11 credits earned by home instruction can be applied toward the requirements for a Stafford County high school diploma. A grade of pass (P) shall be granted for credits earned by home instruction and any such credits shall not be included in determining the grade point average of a student.

I. Enrollment of Home Instructed Children in Courses and Programs Offered in the Division

Parents who have been approved to provide home instruction may also enroll their child in courses and programs offered in the school division, provided the child satisfies the enrollment criteria for such course or program, and further provided that space is available and such child satisfies all legal requirements for school enrollment. Parents desiring to enroll their child in one or more courses or programs are to notify in writing the principal of the school in which enrollment will be sought and are encouraged to do so by April 1 preceding the school year of anticipated enrollment, as courses and programs are offered on a space available basis and as scheduling must be planned in advance. Parents shall provide the principal with a copy of the letter wherein their child has been approved to receive home instruction.

Transportation of the child to and from the school shall be the responsibility of the parent. An enrolled child shall be required to comply with all rules and regulations of the school and the division, including the Student Code of Conduct.

Except at the elementary and middle school grade levels, a home instructed child shall undertake course work in division schools on a credit basis only. A maximum of two courses may be taken per semester. Grades shall be assigned for all course work undertaken. A home instructed student shall not participate in interscholastic sports or activities.

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Students enrolled on a full-time basis shall not be eligible to receive credit from any school within the division for home instruction course work which was undertaken during the period of full-time enrollment. For purposes of this section a full-time student shall be any student taking five or more courses in any school within the division.

J. Appeals

Any party aggrieved by a decision of the division superintendent may appeal the decision within thirty days to an independent hearing officer. The independent hearing officer shall be chosen from the list maintained by the Executive Secretary of the Supreme Court of Virginia for hearing appeals of the placements of children with disabilities. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his/her findings.

K. Annual Report on Home Instruction

The division superintendent will notify the school board and the Superintendent of Public Instruction of the number of children in the school division receiving home instruction each year.

L. Availability of Certain Tests

Students receiving home instruction and their parents shall be notified of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the

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availability of financial assistance to low-income and needy students. Such notification shall be provided in the letter of approval to parents to provide home instruction.

Editor's Note

See also school board policy #7-11.2

Legal References: Through June 30, 2007

Code of Va., §22.1-254.1. Declaration of policy; requirements for home instruction of children. (2006)

Approved by Division Superintendent: February 27, 1986

Revised by Division Superintendent: March 10, 1992

Revised by Division Superintendent: March 23, 1993

Revised by Division Superintendent: December 4, 1996

Revised by Division Superintendent: August 22, 2006

Board Review: August 22, 2006

Staff Review: August 24, 2006

Responsible Department: Administrative & Legal Services; Instruction

§ 22.1-254.1. Declaration of policy; requirements for home instruction of children.

A. When the requirements of this section have been satisfied, instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if he (i) holds a high school diploma; or (ii) is a teacher of qualifications prescribed by the Board of Education; or (iii) has enrolled the child or children in a correspondence course approved by the Superintendent of Public Instruction; or (iv) provides a program of study or curriculum which, in the judgment of the division superintendent, includes the standards of learning objectives adopted by the Board of Education for language arts and mathematics or provides evidence that the parent is able to provide an adequate education for the child.

B. Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the division superintendent in August of his intention to so instruct the child and provide a description of the curriculum to be followed for the coming year and evidence of having met one of the criteria for providing home instruction as required by subsection A. Effective July 1, 2000, parents electing to provide home instruction shall provide such annual notice no later than August 15. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the division superintendent of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice. The division superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

C. The parent who elects to provide home instruction shall provide the division superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with subsection A and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with § 22.1-254. The requirements of subsection C shall not apply to children who are under the age of six as of September 30 of the school year.

D. Nothing in this section shall prohibit a pupil and his parents from obtaining an excuse from school attendance by reason of bona fide religious training or belief pursuant to subdivision B 1 of § 22.1-254.

E. Any party aggrieved by a decision of the division superintendent may appeal his decision within 30 days to an independent hearing officer. The independent hearing officer shall be chosen from the list maintained by the Executive Secretary of the Supreme Court for hearing appeals of the placements of children with disabilities. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his findings.

F. School boards shall implement a plan to notify students receiving home instruction pursuant to this section and their parents of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the availability of financial assistance to low-income and needy students to take these examinations. School boards shall implement a plan to make these examinations available to students receiving home instruction.

(1984, c. 436; 1986, c. 215; 1991, c. 306; 1992, c. 131; 1993, c. 992; 1994, c. 854; 1998, c. 435; 1999, cc. 488, 552; 2005, c. 377; 2006, cc. 562, 567, 911, 932.)